

**Havana Public Library District
Thursday, December 14, 2023**

**Board of Trustees Meeting
4:00 p.m. Library Annex
118 S. Plum**

Mintues for Regular Board of Trustees Meeting

- I. Call to Order - Call to order by Mark McGrew at 4:05pm
- II. Roll Call - Mark McGrew, Mary Layton, Mary Ellen, Kate Hurley, Deanna Foutch, Vanessa Hall-Bennett, Amanda Zueck, Rhonda Taylor Riley
- III. President's Report - None
- IV. Secretary's Report: approval of minutes as received or corrected
 - a. Minutes from regular meeting, November 9, 2023
Mary Laryton motions to approve as written, Mary Ellen seconds, passed unanimously.
- V. Correspondence, communications, and public comment - None
 - Apartment Shower is Fixed! by Allen McHenry
 - Harley's Resignation Letter
 - IDHS Job posting info to be sent to director only
- VI. Treasurer's Report
 - a. Monthly budget report and review of bills payable November 2023
Amanda motions to pay as presented, Rhonda seconds, passed unanimously.
- VI. Librarian's (Vanessa Hall-Bennett) report(s)
 - DCEO Grant says that we have to apply for money in advance, Vanessa sent all necessary information to Summer Brown and we are awaiting a check.
- VIII. Unfinished Business
 - a. Plum Annex (appliances - Meeting Room Policy)
Deanna motions to approve changes as presented, Mary Ellen seconds, passed unanimously.
 - b. Library Clerk Job Description
Amanda motions to approve changes as presents, Mary Ellen seconds, passed unanimously.
 - c. Patron Services Associate Job Description
Amanda motions to approve changes as presents, Rhonda seconds, passed unanimously.

- d. Library Legislation & Current Events
ALA must be certified to get state money, all agree to certify.

IX. New Business

- a. Paid Leave for All Workers Act (PLAW) and personnel manual section 10
Deanna motions to approve as presented, Kate seconds, passed
unanimously.
- b. 2024 Holiday Schedule
Rhonda motions to approve as presented, Deanna seconds, passed
unanimously.
- c. Adoption of ALA Bill of Rights
Amanda motions to approve adoption as presented, Deanna seconds,
passed unanimously.
- d. 2024 Per Capita Grant
due to be submitted in Jan
- e. Annual Financial/Comptroller Report
Marty is working on, due end of month
- f. Report of Receipts and Disbursements
Marty filed for ext for Feb due date
- g. Semi-Annual Review of Closed Session Minutes
no closed sessions since the last review
- h. Business Administrator Job Description
need a specific job description for Business Administrator and to update
the Treasurer position in the bylaws.
- i. Dolly Parton Book Partnership with Illinois Libraries
State of IL has committed to paying 50% of the invoice to Imagination
Library costs which amounts to \$13/child which will be passed on to the foundation for
consideration as it must be sponsored by a 501(c)3 organization.

X. Public Comment - None

XI. Adjournment - Adjourned at 5:04 pm